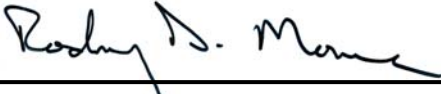


**RICHMOND POLICE DEPARTMENT GENERAL ORDER**

NOTE: This directive is for internal use only, and does not enlarge an employee's civil liability in any way. It should not be constructed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violation of this directive, if proven, can only form the basis of a complaint by this department, and then only in a non-judicial administrative setting.

Chapter 5	Number 4	Effective Date 02/02/07	Review Date 2011
Subject CAREER DEVELOPMENT PROGRAM FOR SWORN PERSONNEL			☐ New Order ☒ Replaces G.O. 0805-02, (04/20/05) E.O. #06-04, (04/18/06)
References CALEA 33.8.1 VLEPSC PER.05.01 and PER.05.02 City of Richmond Pay Ordinance 2003-105-153, Article III, Section 3 City of Richmond Personnel Rules, Section II, Rules 2.5, 2.6, 2.7, 2.8, 2.9, 2.14 Richmond Police Department Career Development Manual Uniformed Services Employment and Reemployment Rights Act (USERRA), Chapter 43 of Title 38, U.S. Code. VUU Articulation Agreement			
 _____ Chief of Police or Designee		_____ 02/02/07 Date	

I. PURPOSE

The purpose of this directive is to establish ***guidelines for*** the Richmond Police Department's Career Development Program for sworn personnel; and to set forth the procedures for administration of, entrance into and advancement in the program. It is designed to encourage self-reliance for sworn personnel by promoting career planning as an on-going developmental process.

II. POLICY

It is the policy of the Richmond Police Department to provide its personnel with the very best training and career development available to enhance their job performance, job satisfaction and opportunities for career advancement.

III. ACCOUNTABILITY STATEMENT

All employees are expected to fully comply with the guidelines and timelines set forth in this general order. Failure to comply will result in appropriate corrective action. Responsibility rests with the Division Commander to ensure that any violations of policy are investigated and appropriate, training, counseling, or disciplinary action is initiated.

IV. SCOPE

- A. The Career Development Program (CDP) is designed to foster the improvement of personal and professional skills, knowledge and abilities of sworn police personnel; to promote productive, efficient and effective job performance; to highlight the specific opportunities for individual growth and development; and to improve overall levels of individual job satisfaction.
- B. Advancement in the Career Development Program is based on continuous experience in **law** enforcement. Unlike supervisory promotions, the CDP is designed to allow officers the flexibility to advance to higher salary levels without moving into a supervisory position. There is no limit to the number of officers who may advance to a specific CDP level. All officers who meet the criteria shall have an equal opportunity to advance to the next level.
- C. The CDP shall be a voluntary program to assist the Department's sworn personnel in meeting their individual career goals. While participation is strongly advocated, there is no penalty for non-participation.
- D. The Chief of Police is the administrator of the **CDP** and is authorized to manage the program's operation and direction. The Career Development Coordinator shall be responsible for all career development activities.
- E. Sworn personnel assigned by the Department to conduct career development activities shall receive initial training and on-going training in the following areas:
- General counseling techniques;
 - Techniques for assessing knowledge, skills and abilities (**KSAs**);
 - Salary, benefits and training opportunities of the Police Department;
 - Educational opportunities and incentive programs;
 - Awareness of the cultural background of ethnic groups in the program;
 - Record-keeping techniques;
 - Career Development Programs of other jurisdictions; and,
 - The availability of outside resources.
- F. The Officer-In-Charge (**OIC**) of the Training Academy shall ensure that any sworn personnel assigned as the CDP Coordinator will receive 16 hours of initial training in **designated** areas and a minimum of 8 hours of annual refresher training.
- G. The CDP will need constant review and modifications to address occupational changes in education, technology and skill training requirements. A committee appointed by the Chief of Police shall oversee the Career Development Program. Committee members shall consist of the following members.
- Captain
 - Lieutenant
 - Sergeant
 - Master Police Officer
 - Police Officer IV
 - Police Officer III
 - Police Officer II

- Civilian Board Member
- H. At the end of each fiscal year, the Career Development Committee shall conduct an assessment and evaluation of the program when it is deemed necessary by the Chief of Police, the OIC of the Training Academy or the Career Development Program Coordinator. Any recommendations that are identified shall be forwarded to the Chief of Police for approval.

V. DEFINITIONS

- A. CAREER DEVELOPMENT PROGRAM – A structured process that is designed to promote productive, efficient and effective job performance; to improve the overall level of individual job satisfaction; to provide opportunities for individual growth and development; and provide career guidance, recognition of accomplishments, and financial incentives for non-supervisory officers.
- B. CONTINUOUS LAW ENFORCEMENT EXPERIENCE - No lapse in full-time service, i.e. suspension, resignation/re-hire, leave of absence, etc.

VI. PROCEDURE

- A. Eligibility for Entry:
1. Police officers are eligible to enter the CDP once they have successfully completed the Basic Recruit Training Academy, the field-training program and the required probationary period for law enforcement personnel.
 2. It is the responsibility of the individual employee to become familiar with the requirements for the CDP and to initiate participation in the program by formally requesting an application and admission through the Career Development Coordinator.
 3. The eligibility date for advancement shall be determined upon the receipt of a completed application to include all necessary transcripts and training records. No application shall be accepted, unless it is complete with the documents mentioned above.
 4. ***Advancement in the CDP will place the officer in the next highest CDP level at the same step, i.e. a Police Officer I at step 3 would be promoted to Police Officer II at step 3.***
 5. Lateral Transfer Officers – ***All officers with prior law enforcement experience will be placed into the Police Officer I classification. The step at which these officers will be placed will be handled on a case-by-case basis.***
 6. Military Status:

- a) An employee's military service shall not be considered a break in employment. Members of the uniformed services are entitled to return to their **previous** employment upon completion of their service with the seniority, status and rate of pay **they** would have obtained **if** they **had** remained continuously employed by their civilian employers.
 - b) Should an employee become eligible for advancement while performing **in the** military service, he/she shall be advanced to the next qualified level upon receipt of a completed application for advancement, **once he/she** returns. The officer's eligibility date shall be retroactive to the original date of advancement. **For example:** An officer at P.O. Level II who is recalled to active duty 3-months prior to advancement to P.O. Level III, returns after 6-months; upon receipt of a **completed** application for advancement **from the officer to** the CDP Coordinator, the officer shall be advanced to the next CDP level and begin receiving that rate of pay from the date of the application. **Further,** the officer's eligibility date for advancement to P.O. Level IV shall be retroactive to the original date **that the officer** would have advanced to, prior to the military recall.
 - c) The absence of a performance evaluation, as a result of military service, shall not disqualify an officer for advancement in the CDP.
7. The effective date for advancement to any level of the CDP shall be the officer's "Eligibility Date" or the date the CDP application is received by the CDP Coordinator, whichever comes last, provided that all CDP requirements have been met.

B. Advancement in the Career Development Program:

1. Advancement in CDP is based on continuous law enforcement experience. **If there is** a lapse in full-time service as a result of resignation/re-hire, that inactive period shall be added to the officer's previous eligibility date before he/she can advance to the next CDP level. In the case of suspensions, the designated time imposed for each day of the suspension period, shall be added to the officer's eligibility date.
2. Employees wishing to advance from one CDP level to the next must meet the criteria required for advancement. Once the employee has satisfied the requirements for his/her next advancement level, the employee must submit an application and a record of proof of meeting the requirements to the Career Development Coordinator.
3. **In addition,** each officer must be certified by the Career Development Coordinator to advance in the CDP. Advancement to each level will be based on criteria in five areas as follows:
 - a) Criminal Justice College Requirements **and Transcripts** - Criminal Justice classes are required for advancement to levels four and five in the CDP. However, in order to continue to broaden the areas of expertise, all college courses that are determined by the CDP

Coordinator to be beneficial to the Department, shall count towards advancement in lieu of Criminal Justice classes. As long as the required **six (6)** Criminal Justice courses are obtained within the ladder of the officer's CDP file, this will suffice for future advancements. ***An official college or university transcript must be submitted to the CDP Coordinator prior to consideration for advancement. No Semester grade lower than a "C-" shall be used towards advancement in the CDP. Transcripts will only be accepted from colleges or universities that are regionally accredited by the Commission on Colleges. The only exception is for the college credits earned during the applicant's Basic Recruit Academy.***

- b) ***The Degrees from colleges and universities that are not accredited or in the process of being accredited by the United States (U. S.) Department of Education recognized accrediting bodies will not be recognized for purposes of career enhancement and employment benefits.***
- c) ***Any degree or credits received or granted by a college or university must, for the purposes of this policy, be from a school accredited by or in the process of obtaining accredited status from a U. S. Department of Education recognized accrediting body at the time the degree and/or credits were received.***
- d) ***The U. S. Department of Education and the Council for Higher Education maintain databases that may be queried to determine whether an individual college or university meets the aforementioned requirement.***
- e) ***Disciplinary Standards – Implementation of a disciplinary standard will no longer be determined by the date of the disciplinary action but by the date of the original infraction. If an officer is in violation of a disciplinary standard and serves a total of six (6) or more days suspension within a 24-month period, such action will result in the following delay for advancement to the next level:***

(1) Violations that result in a suspension:

- ***6 or more days suspension – 18 months delay***

(2) Demotions:

Any sworn supervisor demoted to officer rank shall be reduced to the CDP level that he/she would have attained, had ***the employee*** not been promoted and had continued advancing through the CDP.

- f) **Conversion of Instructional Hours - One CDP point will be awarded for every eight (8) hours of instruction that is provided. Examples of various instructional programs are the Field Training Officer Program, Recruit Training and In-Service Training. Instructional Hours must be verified by ***completion of a*** Training Course Instructed form (PD-13).**

g) Performance Evaluations - In order to advance in CDP, an officer must receive a “Successfully Meets Expectations” or “Exceptional” rating on **his/her** most current performance evaluation. Advancements **to** Master Police Officer are based upon the last two **(2)** performance evaluations.

h) Driving Record - Police officers must maintain a safe driving record for driving performance on duty or off-duty, while in any police or city-owned vehicle that meets the requirements specified for each level of the CDP.

C. Levels of Advancement:

1. Upon graduation from the Police Training Academy **and completion of Field Training**, Police Recruits are automatically elevated to Police Officer I status, which is the first level of the CDP. **This elevation to Police Officer I, is to be considered as successful completion of basic training as a condition of their employment and not to be confused with a promotion.** Police Recruits shall be advanced from Recruit pay status to Police Officer I pay status and will receive the minimum salary of the pay range for the city’s current pay plan. Each additional level of advancement requires 24 months of continuous law enforcement experience.

Police Officer II	-	24 months Time-in-Grade
Police Officer III	-	24 months Time-in-Grade
Police Officer IV	-	24 months Time-in-Grade
Master Police Officer	-	24 Months Time-in-Grade

D. CDP Point Requirements for Advancement:

CDP advancements are based on a combined total point system. These points shall be derived from the semester hour requirements for each level, the mandatory skill training hours, instructional training hours and/or a combination of each, where applicable.

1 College Semester Hour = 1 CDP

15 Skill Training Hours = 1 CDP

8 Instructional Hours = 1 CDP

NOTE: Must be verified by **completion of a PD-13**. The point’s standard for advancement is as follows:

- Police Officer II – 18 CDP Points
9 CDP – 9 Semester Hours (College)
3 CDP – 45 Skill Training Hours
6 CDP – College and/or Skill Training/Instructed Hours
- Police Officer III – 18 CDP Points
12 CDP – 12 Semester Hours (College)

3 CDP – 45 Skill Training Hours
3 CDP – College and/or Skill Training Hours

- Police Officer IV – 33 CDP Points
15 CDP – 12 Semester Hours (College)
3 CDP – 45 Skill Training Hours
15 CDP – College and/or Skill Training Hours
- Master Police Officer – 33 CDP Points
18 CDP -18 Semester Hours (College)
3 CDP - 45 Skill Training Hours
12 CDP – College and/or Skill Training Hours

NOTE: The Career Development Program is designed to foster personal growth throughout the participant's career; therefore:

The “45 hours of mandatory skill training” necessary for each level of advancement must be obtained within the “24 months” of the previous level. The classes used for mandated 40-hour “In-Service Training” or Roll Call training cannot be used for Career Development. All other skill training shall be applied, after this requirement is met.

VII. ROLES AND ACCOUNTABILITY

A. The Sworn Employee Entering and Participating in the CDP:

1. ***Shall meet the eligibility criteria for the Career Development Program.***
2. ***Shall make an application to include all necessary transcripts and training records and submit to the Career Development Coordinator.***
3. ***To advance from one CDP level to the next, employees must meet the required criteria submit an application and records of proof of meeting the requirements to the Career Development Coordinator.***

B. Career Development Coordinator:

1. ***Ensures that sworn personnel meet the eligibility requirements for CDP and submit their completed application with all the necessary transcripts and training records.***
2. ***Responsible for all career development activities including certification of sworn personnel to advance in the CDP.***

C. The OIC of the Training Academy:

Ensures that the CDP Coordinator receives the 24 hours of required training in designated areas.

D. Career Development Program Committee:

1. *Periodically reviews and modifies occupational changes in education, technology and skill training requirements.*
2. *Conducts an assessment and evaluation of the program when it is deemed necessary by the Chief of Police or the OIC of the Training Academy or the Career Development Program Coordinator. Any recommendations that are identified shall be forwarded to the Chief of Police for approval.*
3. *At the end of each fiscal year, conducts an assessment and evaluation of the program and make viable recommendations.*

E. *Chief of Police:*

Administrator of the CDP and appoints members of the CDP Committee.

VIII. FORMS:

- *Career Development Application*
- *Training Course Instructed (PD-13)*